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DDI 02184X-86

ADDA \_\_\_\_\_

MAY 1986

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MAY 1986

DDA REGISTRY

## ROUTING AND TRANSMITTAL SLIP

Date

1 MAY 86

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. DIRECTOR OF MEDICAL SERVICES

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - ACTION AS APPROPRIATE.

5/1/86

**PRIORITY**

Mr. Connelly,  
STAT [ ] OMS/Safety  
Division, will have  
a representative  
attending the 6 May  
meeting.

STAT

STAT

DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

EXO/DDA

7D24 HOS

Phone No.

5041-102

OPTIONAL FORM 44 (REV. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

☆ GPO : 1981 O - 361-529 (148)

DDI- 061848/86



General Services Administration  
National Capital Region  
Washington, DC 20407



April 23, 1986

Dear Mr. Kerr:

The General Services Administration (GSA) has developed a slide presentation entitled "ASBESTOS: RESOLVING THE PROBLEM FOR PEOPLE IN THE WORKPLACE". This informational program is to share GSA's 5 point action plan for managing asbestos in the workplace. It also will prepare you, as managers, to respond to employee concerns about asbestos in Federal buildings.

I extend an invitation to you and your staff to attend a viewing of this presentation to be held in the GSA, Regional Office Building auditorium, at 7th and D Streets, SW, on the following dates and times:

Tuesday, May 6, 1986      10:00 - 11:00 a.m.

Tuesday, May 13, 1986      10:00 - 11:00 a.m.

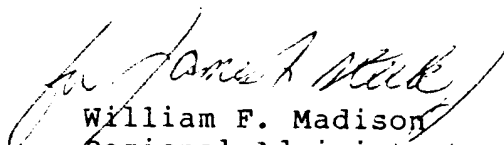
NOTE: The program will also include a speaker who will address assessment of risk and asbestos abatement strategies.

Please advise me as soon as possible of your preferred date, and the number of people you would like to attend. My coordinator for this program is:

Fred Sisson (WPSA)  
GSA - NCR  
7th & D Streets, SW.  
Washington, DC 20407  
Telephone number: (202) 472-1618

Thank you for your continued support and interest in the safety and health of our Federal employees.

Sincerely,



William F. Madison  
Regional Administrator

Mr. Richard J. Kerr  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20205